



Department of Administrative Services
Purchasing Office
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ADDENDUM #1
IFB # 0810-10-MR
Marketing of Recyclable Materials

Attention: All Prospective Bidders

• **QUESTIONS AND ANSWERS**

- Q1. Can each of the line items (i.e. the single stream vs the newspaper vs the mixed paper and cardboard) be bid separately?
- A1. No, they must be bid together.
- Q2. How should the drop-off center material be accounted for in the methodology specified for determining the rebate and tip fee? The methodology (and the material ratios) appears to apply to the single-stream material only. There is nothing on how to handle the drop-off center material.
- A2. The ratio applies to all material. Under the contract, the contractor may receive material from the recycling center however this is at the discretion of the City. We currently have a contract for materials from the recycling center which may remain in place. If the contractor receives material from the recycling center in separate streams (paper, newspaper or containers), the contractor would still apply the methodology for single-stream materials from the RFB to the recycling center material (even if it does not require sorting - an advantage to the contractor). At some time in the future, the recycling center may become a single stream collection point.
- Q3. Are the drop-off centers staying as they're currently configured or will they be converted to single-stream?
- A3. See A2 above.
- Q4. Is the material separation portion of the current sort tests being done manually or by automated sorting equipment?
- A4. The sort data shown in Table 1 of the RFB was from a sort conducted by hand. The City does not require a hand sort as long as reliable data is collected.
- Q5. Does the sort test have to be done at the Primary Receiving facility?
- A5. The sort test does not have to be done at the "Primary" receiving facility. The sort test does require that the materials are accurately weighed and sorted. Please note that no matter where the sort occurs, the City is not obligated to host or seek a site for the sort and a representative from the City must be present.
- Q6. The rebate formula calls for using "the average price for PET Baled and HDPE Baled". Does that mean we should average the prices of PET Baled, Natural HDPE Baled and Colored HDPE Baled? Should it be a straight average or a weighted average?
- A6. The average price should be a "weighted average of the prices of PET Baled, Natural HDPE Baled and Colored HDPE Baled based on the waste sort data for these 3 categories provided in Table 1".

- Q7. The rebate formula calls for using Waste News for container prices and says to use "the average price for ... on the 15th day of the month in which the material was delivered to the Contractor". Does that imply using the last published price if there was not a price published for the 15th?
- A7. Yes, the "average of the last published price as the 15th day of the month" should be used if there is no published price on the 15th day of the month.
- Q8. Can we submit 2 bids? One for each possible Primary Receiving facility we have in the area?
- A8. No. The bidder should review the requirements of this IFB and evaluation model to determine which facility, in the bidder's sole opinion, will be designated "Primary" and submit that information in their bid. See the modification to Section XI, Appendix A, Paragraph 4.1 below.
- Q9. How is the distance being calculated? Will the evaluators use Yahoo Maps, Google Maps, etc?
- A9. The distance entered in the price form will be verified with Google Maps. If the difference between the distance entered by bidder and the distance calculated by Google Maps is less than a mile, the distance entered by the bidder will be accepted as is. If the difference between the distance entered by bidder and the distance calculated by Google Maps is more than a mile, the bidder's distance will be replaced by the distance calculated by Google Maps only if the bidder underestimated the distance. If the bidder overestimated the distance between the intersection of Rt 7 & 29 and the bidder's Primary Facility, the mileage will be accepted as submitted.

- **IFB MODIFICATION**

Section XI, Appendix A, Paragraph 4.1 is hereby modified as follows:

- 4.1 Facility Location: The bidder shall list, by name and address, all receiving facilities included in this bid for recyclables. The bidder shall designate one of the sites as the 'Primary' (if there is more than one) for purposes of this IFB. The Contractor shall enter the information for the Primary Facility on the Bid Form/Price Schedule in Attachment 2. The Primary Receiving Facility shall receive recyclable materials from the City. It shall be the Contractor's responsibility to transport recyclables from their Primary Facility to any other facility for the purpose of processing or sale, at no cost to the City.

All other terms and conditions remain unchanged.

THIS ADDENDUM IS ACKNOWLEDGED AND IS CONSIDERED A PART OF THE SUBJECT IFB.

Name of Firm

Signature

Date

ONE SIGNED COPY OF THIS ADDENDUM MUST BE INCLUDED WITH THE IFB.